

**PENN FOREST TOWNSHIP
BOARD OF SUPERVISORS
2010 STATE ROUTE 903
JIM THORPE, PA 18229**

MEETING MINUTES

September 3, 2024

The Regular Monthly Meeting of the Penn Forest Township Board of Supervisors is being held at Penn Forest Township Municipal Building, 2010 State Route 903, Jim Thorpe, PA.

PLEDGE OF ALLEGIANCE:

Chairman Meckes asked that all in attendance stand and recite the "Pledge of Allegiance."

CALL TO ORDER:

Supervisor Meckes called the meeting to order at 7:00 p.m., Roll Call by Township Secretary.

Members:	Roger Meckes, Chairman Christian Bartulovich, Vice-Chairman Scott Lignore, Supervisor Patrick Holland, Supervisor James Denier, Supervisor
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Office Staff:	Dana Vitale, Secretary
Solicitor:	Thomas S. Nanovic

A. EXECUTIVE SESSION: was held from 6:15-7:05p.m. to discuss personnel, regular meeting followed.

B. MEETING MINUTES:

1) REGULAR BOS MEETING ON AUGUST 5, 2024

MOTION made by Supervisor Meckes, Second by Supervisor Denier to approve the BOS Meeting Minutes from AUGUST 5, 2024.

ROLL CALL: RM=yes; CB=yes; SL=yes; PH=yes; JD=yes **MOTION PASSED**

2) BOS WORKSHOP ON AUGUST 8, 2024

MOTION made by Supervisor Meckes, Second by Supervisor Holland to approve the BOS Meeting Minutes from AUGUST 8, 2024.

ROLL CALL: RM=yes; CB=yes; SL=yes; PH=yes; JD=yes **MOTION PASSED**

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) **LETTER RECEIVED REGARDING ADDITIONAL SPEED LIMIT SIGN ON SMITH ROAD**
No Action taken.

2) **CORRECTED EXISTING SURFACE MINING PERMIT- JAMICO SOUTH OPERATION**

3) **RESIGNATION LETTER RECEIVED FROM TODD FOX PFT PARK ADVISORY BOARD CHAIRMAN**

MOTION made by Supervisor Meckes, Second by Supervisor Holland to ACCEPT with regret Todd Fox, Jennifer Bevilacqua, & Robin McGeehan resignation from the Park Advisory Board.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes MOTION PASSED

4) **RESIGNATION LETTER RECEIVED FROM JENNIFER BEVILACQUA PFT PARK ADVISORY BOARD MEMBER**

Action taken above.

5) **RESIGNATION LETTER RECEIVED FROM ROBIN MCGEEHAN PFT PARK ADVISORY BOARD MEMBER**

Action taken above.

6) **50E-51-A2 DELINQUENT GARBAGE ACCOUNT- PAYMENT PLAN REQUEST**

Balance owed: \$325.00, resident requests to pay \$40.00 per month, new letter request \$50.00.

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to ACCEPT the payment plan request for \$50.00 per month with a \$5.00 administrative fee per payment.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes MOTION PASSED

7) **12A-51-FP1633 DELINQUENT GARBAGE ACCOUNT-PAYMENT PLAN REQUEST**

Balance owed: \$500.00, resident requests to pay five monthly payments of \$100.00.

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to ACCEPT the payment plan request for \$100.00 per month with a \$5.00 administrative fee per payment.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes MOTION PASSED

8) **EGGERT/FARNELL – WEILER ROAD & RT.903-WAIVE SALDO TIME REQUIREMENTS**

Letter received from Jonathan Shupp, Land Surveyor.

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to ACCEPT the SALDO Time Requirements for Eggert/Farnell until November 11, 2024.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes MOTION PASSED

D. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 8/28/2024)

Township General Fund:	\$ 2,834,845.69	State Liquid Fuels Fund:	\$ 281,210.12
Sanitation Fund:	\$ 333,889.29	Payroll:	\$ 5,840.36
Septic Fund:	\$ 304,869.30	Debit Card	\$ 4,280.25
SALDO:	\$ 61,957.65	Capital Reserve:	\$ 367,985.37

Rent : \$ 5,224.16 Fire Escrow \$ 18,000.00
TOTAL: \$4,218,102.19

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 8/28/2024)

Account Ending: #1841 - \$ 3,810,889.11 (3 month CD)
#5851 - \$ 273,773.53 (6 month CD)
#1301 - \$ 2,128,412.60 (13 month CD)

TOTAL: \$ 6,213,075.24

TOTAL FUNDS ON DEPOSIT: \$ 10,431,177.43

1) **MOTION** made by Supervisor Meckes, Second by Supervisor Holland to accept Treasurer's Report for AUGUST 2024 (Subject to Audit).

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

2) **PAYMENT OF THE BILLS FOR AUGUST 2024**

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to pay the bills for AUGUST 2024.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

E. OLD BUSINESS:

ROGER MECKES, CHAIRMAN

1) **CONTROL SECURITY QUOTE TO EXPAND ALARM SYSTEM -TRANSFER STATION MAINTENANCE SHOP BAYS - ALARM \$465.00**

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to ACCEPT the quote from Control Security to alarm the Transfer Station Bays, total cost \$465.00.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-abstain **MOTION PASSED**

F. NEW BUSINESS:

1) **BID FOR COLLECTION AND DISPOSAL OF SOLID WASTE**

MOTION made by Supervisor Meckes, Second by Supervisor Holland to authorize Solicitor to prepare bid documents for Collection and Disposal of Solid Waste.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

2) **ADVERTISE FOR 2024\2025 WINTER SNOW REMOVAL BIDS**

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to advertise for 2024\2025 winter snow removal bids.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

3) SCHEDULE THE 2025 BUDGET MEETING DATES FOR OCTOBER

MOTION made by Supervisor Bartulovich, Second by Supervisor Denier to schedule Tuesday's at 2:00 p.m.

October- 8th, 15th, & 22nd

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

4) ADVERTISE THE 2024 LINE PAINTING OF TOWNSHIP ROADS

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to advertise for the 2024 Line Painting of Township Roads.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

5) KISTLER O'BRIEN FIRE PROTECTION PROPOSAL- ANNUAL FIRE EXTINGUISHER INSPECTION- MUNICIPAL BUILDING & TRANSFER STATION-TOTAL COST \$278.70

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to accept the proposal from Kistler O'Brien Fire Protection for the Annual Fire Extinguisher Inspections, Municipal Building & Transfer Station.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

6) PURCHASE (4) 2 PACK BATTERY CHARGER MAINTAINER-TOTAL COST \$139.76

MOTION made by Supervisor Meckes, Second by Supervisor Holland to purchase (4) 2PK Battery Charger Maintainer's, total cost \$139.76.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

7) PURCHASE (2) SPINNER HYDRAULIC MOTOR -TOTAL COST \$320.40

MOTION made by Supervisor Meckes, Second by Supervisor Holland to purchase (2) Spinner Hydraulic Motors, total cost \$320.40.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

8) PURCHASE (1) AUGER HYDRAULIC MOTOR-TOTAL COST \$182.99

MOTION made by Supervisor Meckes, Second by Supervisor Holland to purchase (1) Auger Hydraulic Motor, total cost \$182.99

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

9) HIRE PER DIEM OR PART TIME TRANSFER STATION EMPLOYEE

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to TABLE.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

10) DISCUSSION: MUNICIPAL BUILDING LOWER LEVEL CAMERAS

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to get a quote from Control Security for next month for the cameras.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-abstain **MOTION PASSED**

G. PFT PARK AND RECREATION:

1) SCHEDULE FIREWORKS EVENTS: JULY 5, 2025 & JULY 4, 2026

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to TABLE.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

2) ADDITIONAL PORTA POTTIES: FALL FEST 9/14 & CROSS COUNTRY 9/17

MOTION made by Supervisor Meckes, Second by Supervisor Holland to order additional Porta Potties with a cost up-to \$1,000.00.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

3) PARK ADVISORY MEMBER- LETTER OF INTEREST RECEIVED-TAMMY MECKES

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to APPOINT Tammy Meckes to the Advisory Recreation Board.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

4) OCTOBER 6TH 5K- CONNOR DUGAN MEMORIAL FUND

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to approve the 10/6 5K Connor Dugan Memorial Event.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

AMENDED TO ADD: FIELD APPROVAL FOR THE MINTY MILER-1 HOUR RACE.

REASON: NOTIFIED THE BOS ON 9/3 THE DAY OF MEETING AND APPROVAL/BOOKING IS NEEDED FOR INSURANCE PURPOSES.

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to AMEND the agenda to include the field approval for The Minty Miler-1 hour race on 12/14/24.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to approve the field reservation for The Minty Miler on 12/14/24.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR AUGUST 2024

The paving project is completed for this year. Patching will start within a week or two. Mowing the park regularly and taking care of everything else.

TRANSFER STATION –

1) BULK AMOUNT for AUGUST 2024---\$1,477.00 Year to Date Total: \$6,797.00

2024 Pro-Rated Permit	(13)	924.69
2024 Residential Permit	(4)	600.00
	TOTAL DEPOSITS	<u>\$3,001.69</u>

2) ADMINISTRATIVE REPORTS –

A) RIGHT-TO-KNOW REQUESTS FOR August 2024-

Administrative & Financial Requests: (See Attached List)

Submitted: 38 Responded: 38 Total Hours: 26.75 hrs.

Zoning & Septic Requests: 27 Submitted: Responded: 27

I. ZONING DEPARTMENT: – Philip Prout submitted Zoning Report for August 2024. Philip Prout reviewed the Zoning Report.

J. PUBLIC COMMENTS: NON AGENDA ITEMS (3 Minute Limit)

None

THE BOS CALLED AN EXECUTIVE SESSION AT 7:49 P.M.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 7:49 P.M.

MOTION to adjourn meeting by Supervisor Meckes, Second by Supervisor Lignore

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

REMINDERS:

- 1) *The Next Regular Board of Supervisors Meeting will be held on Monday, October 7th, at 7:00 p.m.***
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, September 18th, at 6:30 p.m. at the park.***
- 3) *The Planning Commission will hold their monthly meeting on Monday, September 23rd, at 6:00 p.m. (If needed).***

**DANA VITALE
TOWNSHIP SECRETARY**

**ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS**